

Job Opportunity Treasurer's/Tax Collector's Office

FULL-TIME OFFICE ASSISTANT

Full-Time Position:	35 hours per week
Grade, 32; Hourly Rate:	\$17.0458
Supervision:	Reports to Assistant Treasurer
Union Affiliation:	Town Hall Employees Association
Benefits:	Health and Life Insurance; paid time off

Primary Purpose

Under the general supervision of the Treasurer and/or Assistant Town Treasurer performs a variety of skilled clerical duties in support of the operation of the Treasurer's Office. Makes frequent contact with the public requiring courtesy, patience and tact.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Duties:

- First to assist customers at the counter and on the phone.
- Sorts incoming mail and empties drop off box each morning.
- Stamps outgoing mail daily.
- Responsible for mail getting to post office daily.
- Checks voice mail messages daily.
- Inputs batches at desk for payments and reversals utilizing the Town's municipal software program (MUNIS.)
- Creates tax statements for property owners as needed.
- Corresponds with property owners as needed.
- Creates Municipal Lien Certificates and mails back to attorneys.
- Balances daily counter drawer each morning, runs report through MUNIS and prepares deposit slip for bank.
- Matches our deposit slip with the bank's receipts and notifies Assistant Treasurer/Tax Collector or any discrepancies.
- Matches vendor checks with invoices, stuffs envelopes, stamps envelopes and mails on Friday.
- Verifies incoming Town departmental deposits and sends signed report back to the department.
- Contacts the Town's computer service provider (MUNIS) if assistance is needed.
- Calls PKS (Deputy Collector) to check on Excise tax.
- Verifies pickup daily with bank courier.
- Second bac- up for posting lock boxes.
- Alphabetized yearly W-2's and file.

Education and Experience

Four years of experience in general clerical and accounting work with municipal experience preferred or any equal combination of education and experience.

Knowledge, Ability and Skill

- Thorough working knowledge of office procedures and practices.
- Computer proficiency in Microsoft business applications including Word, Excel, and Outlook is required.
- Computer proficiency in MUNIS software preferred.
- Working knowledge of accounts maintenance practices and applicable computer programs and records management.
- Excellent customer service, oral and written communication and interpersonal skill, typing and computer proficiency.
- **Ability to maintain strictest degree of confidentiality.**
- Ability to work independently; to organize and maintain detailed and extensive records and prepare reports.
- Ability to communicate clearly and properly both orally and in writing.
- Ability to work effectively under time constraints.
- Working knowledge of Town government and departmental operations and relationships with other Town department and offices.
- Working knowledge of the Massachusetts Public Records law.

Pre-employment Requirements

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination which will include a drug screening.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

To be considered for this position, please send your resume, a cover letter of interest and a completed employment application to:

Town of Stoneham
35 Central Street
Stoneham, MA 02180
Attention: Ginny Ray, Director of Human Resources

You may also email all three documents to: gray@stoneham-ma.gov

Closing Date: Tuesday, December 8, 2015, at 5:00 PM

The Town of Stoneham is an Affirmative Action/ Equal Opportunity Employer.